



Terms & Conditions / Contract

By registering and paying you are agreeing to the following terms and conditions, a copy of which is available on demand and online www.tayyibun.com/tandc.pdf

All students must agree to, follow and abide by the following terms and conditions, failure to meet the standards of Tayyibun Institute within the following points will mean the rejection of application or termination of contract and blacklisting from our establishment.

Summary of the main points in this document applicable to all students (subject to Management discretion):

- **No refunds (once registered to a particular course)**
- **No changes (to levels/subjects)**
- **No transfers (to another timeslot/term/student)**
- **No deferring (to subsequent terms other than the one registered for)**

Registration

- The student is responsible for their choice of course/s and ensuring course/level/s are appropriate for them, registration staff can only suggest, assess and advise.
- The student may not select more than one level in Arabic Language or Tajweed UI Qur'an in the same term without having successfully completed a previous level or its equivalent.

Payments / Refunds Policy

All fees as stated must be paid in full upon registration. We will only give you full refunds of the full fees if:

- The course is cancelled by Tayyibun Institute before it starts.
 - The course is closed within the first two weeks of its starting.
 - Tayyibun will not be required to compensate in any way for time spent on Salaah.
 - Course fees cannot be transferred to the following term or a later date.
 - An administration fee of £20 will apply if your request for a change of course/class/timeslot is authorised following registration.
 - Where a refund is authorised an administration fee of £20 will apply.
 - All requests must be made via email to info@tayyibun.com (a response may take up to 10 working days)
- Please note when a refund request is made Tayyibun Institute will look into whether the student is eligible for a refund; change in one's circumstances or personal situation will not be a valid reason for refund.

Special Offers

- 10% discount will apply if continuing to the next level in a subsequent term (Tajweed UI Quran and Arabic Language only).
- 10% discount cannot be applied if registering online.
- An offer cannot be used in conjunction with any other offer.

Attendance

- All students must attend every lesson. If you cannot attend a lesson you must inform the Administrator.
- Once registered a student will be permitted to attend only the particular day and timeslot chosen and may not attend another session in the event of absence unless permission is granted.

Course Materials

Requests for replacement course materials for lost or damaged books will incur a charge of £5 or more per book, subject to availability. Any form of reproduction of course materials is not permitted without prior approval from the Administration.

Certificates

Certificates are intended to recognise students' achievements, not as authorisations to teach. Where we are notified of a student teaching a subject they studied at Tayyibun without our authorisation we may contact the relevant bodies and inform them as such. Students who fail to collect their certificates in person, will be asked to pay a fee of £2 for postage. We do not take any responsibility for loss or damage during posting.

Students of Quran and Arabic courses will only receive a certificate upon timely completion of the exam.

Students of Islamic courses will not receive a completion certificate if they attend fewer than 8 lessons.

Change of Personal Details

All students are requested to notify us of any changes to your personal details such as a change of address, telephone number or e-mail address. For students who do not provide us with correct contact details, we cannot be held responsible for any miscommunication in passing on important information such as your qualification or certificate, or for being unable to inform you of changes to class timings or class cancellations.

Dress Code

All students and staff must maintain the full Hijaab (modest clothing that covers the Awrah fully from top to bottom) along with the Adaab of Hijaab at all times.



Segregation

Tayyibun follows a segregation policy which is to be respected and maintained at all times. Failure to meet the standards of Tayyibun will mean the rejection of application or termination of contract and blacklisting from our establishment with immediate effect.

Exclusion Policy

- Tayyibun reserves the right to refuse admission or to exclude a learner under exceptional circumstances.
- Students are not permitted to give out leaflets or any materials of invites/publicity at our venues or to any of our students without the permission of the Management.
- Students are not permitted to bring any unregistered individuals to our centre without the permission of the Management.
- Audio/video recording of any of our courses/teachers is strictly prohibited.
- Bad manners or ill behaviour towards any of our students or staff will not be tolerated.
- No political talk is permitted inside the Tayyibun buildings.

PLEASE NOTE: Tayyibun do not compromise with any of these conditions whatsoever.

The conditions are set out from the understanding of the Qur'an, the guidance of the Sahih Ahadiths and our respected Shuyukh.

- Our teachers will not teach mixed gender classes.
- Students are not allowed to communicate with anyone of the opposite gender within our Institute regardless of the situation/relation.
- All students and staff must remain in their gender-only designated floor/areas. Under no circumstances are you permitted to enter the opposite gender floor/areas.
- Students are not to open the main doors of the Institute to anybody or use the video entry systems installed in the building at any time.
- If the student is to be dropped off or collected by a Mahram the student is to arrange a place of pick up or drop off away from the entrances.

Disclaimer

Tayyibun is a non-partisan organisation; we are not affiliated with any groups, Islamic organisations or mosques. We welcome all students of knowledge. However, students and teachers who are found (with definitive proof) to be in contravention of any laws will be excluded indefinitely from our Institute and events.

Privacy Policy (in accordance with the Data Protection Act 1998)

Tayyibun Institute does not collect personal information about you when you visit our website or offices unless you choose to provide that information to us. You are free to browse this website anonymously.

Cookies

A 'cookie' is a small file that a website transfers to your computer's hard disk, allowing our server to 'remember' specific information about your session. While visiting our website, you may encounter a page that employs cookies to make it easier to use the dynamic features of this page. The cookie and the information about your session will be destroyed automatically shortly after you close your browser; it is not permanently stored on your computer. You can set your browser to disable cookies or prompt you before a cookie is accepted. If you do not want to receive cookies, you will still be able to use our website.

Personally Provided Information

If you choose to provide us with personal information by sending an email, or whilst registering at our offices, or by filling out a form with your personal information and submitting it through our website, we use that information to respond to your enquiry and to help us provide you with information or material that you request. If provided, personally identifiable information is maintained in a database that is secure within Tayyibun Institute. Only employees and contractors of Tayyibun Institute will have access to your volunteered information. We do not give, share, sell, or transfer any personal information to a third party, unless required to by law.

Links to Other Sites

We provide links to other Internet sites. Once you leave our site and visit another site, you are subject to the terms and privacy policy of the new site.

Changes to this privacy policy

If this privacy policy changes in any way, we will place an updated version on our website. Regularly reviewing this page ensures you are always aware of what information we collect while using our website, how we use it and under what circumstances.

Contact information

If you have questions or complaints about our privacy policy please contact:

Tayyibun Institute 20 New Road, London E1 2AX

E-mail: info@tayyibun.com

(Last Revised: 31/03/17)

Tayyibun reserve the right to change or amend these terms and conditions at any time without prior notification.

Name: _____ Sign: _____ Post Code: _____ Date: _____